



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.
C-672

PAGE NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

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Public Works

Utilities

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
	<u>THIS SCHEDULE SUPERSEDES SCHEDULE C315</u>	
	<u>ADMINISTRATION</u>	
1.	<u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual transfer to the Archives.
2.	<u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy
3.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts). Work Orders time are also included in these files.	Retain for one (1) year, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

DATE

SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

DATE

SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

DATE

SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

DATE

SIGNATURE



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ITEM NO.	DESCRIPTION	RETENTION
4.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Work Papers	Retain annual sub- missions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
5.	<u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods Received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
6.	<u>FIXED ASSET FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy).	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
7.	<u>GUARD LOGS</u> These files are arranged chronologically and document each call for service and subsequent operations and work orders generated by same. May include but not limited to Dispatcher's Reports and any other significant reports or notes on each work order.	Retain for five (5) years after last date in log, then destroy.
8.	<u>FOREMAN'S DAILY REPORT/DAILY OFFICER'S LOG</u> These files are arranged chronologically. They contain special incident reports which occur on each Officer's shift, around the clock and are up- dated daily. They are constantly referenced as they constitute the only documentation of operations and special incidents involved with each work order.	Retain for five (5) years after last entry in log, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
9.	<p><u>ORIGINAL WORK ORDER FILES</u> These files consist of original Work Orders, generated in this office, for sewer clean-out and other maintenance and repairs to sewer and water lines throughout the county. They include all necessary information from calls for service including caller's name and address, work required, location of job and crew assignment. Copies of these orders are retained also at Service Center where work is assigned.</p>	Retain for five (5) years after work is completed, then destroy. Service Centers retain their office copy for one year, then destroy.
10.	<p><u>FIRE HYDRANT RENTAL PERMIT FILES</u> These letter size files are arranged alphabetically by company name and may contain, but are not limited to original applications for Fire Hydrant Rental meters and copies of the permits when they are issued. Invoices to the Finance Office for billing are also included, and fees assessed for water used each month. Permits are renewable annually.</p>	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after permit is cancelled, then destroy.
11.	<p><u>SEWAGE BACKUP REPORTS</u> These files are arranged alphabetically by street name and may contain but are not limited to all documentation of Sewage Backups reported to the county for repair. Date of Call and repair, crew assignments and work completed are all included in this file, which is later referred to for insurance claims and to schedule cleaning and maintenance schedules for various lines in the future.</p>	Retain report until line is cleaned again, then destroy.
12.	<p><u>ACCIDENT REPORTS FOR CABLE OR GAS</u> These files are arranged chronologically and contain drew documentation of damage inflicted to Cable or Gas lines by county Utilities personnel. The date of the accident is documented, along with the location and a brief description of the incident.</p>	Retain file for three (3) years after accident is resolved, then destroy.



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<u>PUMPING AND TREATMENT SECTION</u>		
13.	<u>WORK ORDERS</u> These files are arranged chronologically. They include all necessary information from calls for Public Works Service, such as sewer clean-out and related work and detail location, originating source of request for service, and crews assigned to each job.	Retain for five (5) years after work is completed, then destroy.
14.	<u>PUMPING STATION CHARTS</u> These files are maintained chronologically and include but are not limited to Well Level Charts, and Flow Charts for Baltimore County Pumping Stations. These charts typically reflect one week intervals.	Retain for five (5) years, then destroy.
15.	<u>TIME RECORDER TOTALIZERS</u> These files are arranged numerically by Pumping Station account. Record shows pump operations and pump hours.	Retain for 5 years, then destroy.
16.	<u>FLOW METER READINGS</u> These files are arranged numerically by Pumping Station account. Record shows monthly flow from each pump in the station.	Retain for 5 years, then destroy.
<u>ENGINEERING SECTION</u>		
17.	<u>CONTROL DIAGRAMS</u> These files consist of working copies of original drawings which are retained permanently in the Public Works Engineering Division. They detail construction and geography of Sewer and Electrical grids throughout the county and are also utilized as necessary at Service Centers and Pumping Stations.	Retain until updated or no longer needed, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
	<u>PIPELINE MAINTENANCE & CONSTRUCTION SECTION</u>	
18.	<u>APERTURE CARD INDEXES</u> These files consist of logs indexing the file of Aperture Cards (item #13). They record the assigned value for each corresponding public works drawing contained on each card for Sewer and Electrical grids throughout the county.	Retain as long as item #17, Aperture Card File, is retained, then destroy.
19.	<u>APERTURE CARD FILE</u> These cards contain 35mm film frames (working file), detailing grid drawings for the Sewer and Electrical lines throughout the county. They can be viewed in readers and reproduced as necessary for field work copies.	Retain in office until updated or no longer needed, then destroy.
	<u>WASTE WATER MONITORING AND TREATMENT DIVISION</u>	
20.	<u>FACILITY FILES</u> These files are arranged alphabetically by Company name. The contain all relevant documents involving Waste Water disposal from the company, including but not limited to original applications for permits, permits, inspection reports, self monitoring reports, agency monitoring reports, correspondence, material safety data sheets, diagrams and drawings, citations and notices of penalty assessment, and test results.	Purge files annually of all documents three (3) years or older. Retain all documents generated within the last three (3) years.



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21.	<u>SEPTIC WASTE HAULER FILES</u> These files are retained on Waste Hauler companies operating in the County. They contain all documents relating to each operator including copies of their original application for permits, the permit, copies of charges calculated and paid by hauler for dumping, citations and penalties assessed for failure to report or other violations, and any correspondence with each company.	Retain reports for three (3) years after inactive, then purge and destroy. File remains active until all litigation involving the company is resolved and the company no longer operates in Baltimore County.
22.	<u>CATEGORY 5 FILES</u> These files are identical to Facilities files, except that they cover Industrial operations discharging less than 225 gallons of waste per day. They contain applications for permits, permits, inspection reports, maps (if applicable) and all other testing and related documents.	Retain reports for three (3) years after inactive, then purge and destroy. File remains active until all litigation involving the company is resolved and the company no longer operates in Baltimore County.
23.	<u>MEDICAL PROFESSIONS FILES</u> These files incorporated all items in the Facilities files (item #18) and are specific to Medical operations in Baltimore County. They contain but are not limited to any documents involving each facility, their original application for permit, permit, inspection reports, self monitoring reports, agency monitoring reports, correspondence, material safety data sheets, diagrams and drawings of facilities any violation notices or penalty assessments, and test results.	Retain reports for three (3) years after inactive, then purge and destroy. File remains active until all litigation involving the company is resolved and the company no longer operates in Baltimore County.